

Any requirements that the Bidder cannot attest to full compliance; i.e., provides a value of “N” in the Ability Code field of the Appendix B Functional Requirements Traceability Matrix or Appendix C Non-Functional Requirements Traceability Matrix, must document the requirement gap as outlined in this Appendix.

The Bidder must ensure that the Gap Analysis Matrix contains an entry for each requirement where one or more of these conditions are true:

1. The Bidder has indicated “N” to Compliant in either RTM
2. The Bidder has indicated an M or C and indicated that 1,000 or more hours will be needed to meet the requirement as documented in the EES description in the RTM.

For each requirement gap, the Bidder must follow the instructions in this Appendix. The Bidder must copy exactly the Identifier, Requirement Description, and Ability Code from the RTM to ensure linkage between the RTM and the Requirement Gap Analysis Matrix.

The Bidder must provide an assessment of the requirement gap, including an estimate of its impact or severity if not compliant, and the steps necessary to close the gap and achieve full compliance. For system and/or product features that will support the requirement and close the gap, the Bidder must also provide an estimated date when the capability will be available as part of the Bidder’s baseline capability.

Bidders are required to use the following Gap Analysis instructions:

Column Description	Bidder Responsibility
Identifier	The unique identifier of the requirement which does not have a compliant solution according to the criteria established in either Appendix B Functional Requirements Traceability Matrix or Appendix C Non-Functional Requirements Traceability Matrix. Copy the requirement identifier from the applicable RTM.
Requirement Description	Copy the requirement description from the applicable RTM for the requirement identified above.
Ability Code	Copy from the RTM for the requirement identified above.
Impact/Severity (Product development or integration effort to fulfill the requirement)	High (H) = >2500 hours Medium (M) =>1000 hours to <2500 hours Low (L) =<1000 hours
Gap Description	Provide a description and analysis of the gap.
Recommendation for Closure	Recommended steps provided by the Bidder to close the gap and achieve full compliance with the requirement.
Date Available	Date to be published/for release to baseline capability (e.g., available to installed EES base) per recommendation for closure above.

November 26, 2013

Date Available